

**Garrett County Board of Education
40 S Second Street
Oakland, MD 21550**

**WORK SESSION MINUTES
Tuesday, February 9, 2016**

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Cynthia Downton, Vice President; Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, and Mrs. Monica Rinker. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Mrs. Barbara Baker, Assistant Superintendent of Education Services, Mr. Tim Thornburg, Director of Human Resources and Employee Relations, Mr. Larry McKenzie, Director of Finance and Mr. Jeff Gank, Director of Information Technology.

The meeting was held at Central Office in the Board Room and was called to order at 4:05 p.m.

1. Opening

A. Move to Executive Session - Action

A motion was made by Cynthia Downton to move into Executive Session and seconded by Monica Rinker. Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker

B. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Tuesday, February 9, 2016, at Central Office in the Board Room at 4:06 p.m. under authority §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Legal topic: legal counsel; and Personnel topics: field trip request, professional leave request, support staffing update, early retirement notification, healthcare update.

The Board recessed the Executive Session at 5:40 p.m. for a short break before the Work Session would begin.

The Board went back into the Executive Session at 8:40 p.m. to discuss a Personnel topic: Superintendent vacancy. Thomas Carr made a motion to adjourn the Executive Session and Monica Rinker seconded the motion. The Board unanimously approved adjourning the executive session at 9:35 p.m.

Board Members present included Mrs. Charlotte Sebold, President; Mrs. Cynthia Downton, Vice President, Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, and Mrs. Monica Rinker. Also present for part of the meeting was Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Mrs. Barbara Baker, Assistant Superintendent of Educational Services, Mr. Tim Thornburg, Director of Human Resources and Employee Relations; and Mr. Larry McKenzie, Director of Finance. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

2. Welcome

A. Call to Order - Mrs. Charlotte Sebold, President

Mrs. Charlotte Sebold called the meeting to order at 5:50 p.m.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

Ms. Lauren Frick, Student Member of the Board, led the Board in the Pledge of Allegiance.

D. Closed Session Summaries

Dr. Janet Wilson, Superintendent, read the closed session summaries from the January 12 and February 1, 2016, Board meetings:

The Board of Education met in Executive Session on Tuesday, January 12, 2016 at Central Office in the Board Room at 4:05 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Legal topics: school bus contract and legal counsel; Personnel items: field trips, professional leave request, support staffing, certificated staffing, retirees and negotiations; Finance topic: resolution for

financing contract; Administrative topics, and Board administration.

The Board recessed the Executive Session at 5:50 p.m. for a short break before the Work Session would begin. The Board returned to the Executive Session at 9:15 p.m. The Board meeting adjourned the Executive Session at 10:12 p.m.

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Cynthia Downton, Vice President, Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part of the meeting: Mrs. Barbara Baker, Assistant Superintendent of Educational Services, Mr. Tim Thornburg, Director of Human Resources, Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, and Ms. Alison Sweitzer, Staff Accountant. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

The Board of Education met in Executive Session on Monday, February 1, 2016 at Central Office in the Board Room at 6:37 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the Superintendent contract.

The Board meeting adjourned the Executive Session at 9:30 p.m.

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Cynthia Downton, Vice President, Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools.

3. Recognitions

A. Student Christmas Card Artwork - Amariah Skipper

Mr. Matthew Paugh, Board Member, recognized Amariah Skipper, a 5th grade student from Broad Ford Elementary School, as her artwork was chosen for the 2015 Garrett County Public Schools' holiday card. Ms. Skipper received a matted and framed copy of the holiday card from the Board.

B. National School Counseling Week Recognition

Mrs. Cynthia Downton, Board Member, presented a proclamation for National School Counseling Week to Dr. Phil Lauver, Supervisor of Pupil Services and school counselors: Ms. Dawn Panther, Southern Middle School counselor; Ms. Connie Kamp, Friendsville Elementary and Accident Elementary counselor; Mr. Tim Watson, Yough Glades Elementary Counselor and Ms. Sarah Carlisle, Broad Ford Elementary Counselor.

C. Route 40 Elementary - January 2016 Best Practices of the Month

Mr. Thomas Carr, Board member, recognized Route 40 Elementary School for being selected by the Maryland Center for Character Education as the "January 2016 Best Practices of the Month" school. In addition to this statewide recognition, the school was chosen by the Board of Directors for the Maryland Center for Character Education at Stevenson University to be featured on its website and in newsletter because of the strength of the character education program. Mrs. Candy Maust, Principal, and Ms. Donna Deal, teacher, provided information regarding the character education programs.

4. Program Update

A. FLL Team NeXT GEN Presentation

The FLL Team NeXT GEN Lego team, which includes students from Swan Meadow, Southern Middle School and Northern Middle School, presented its research project on recycling. The team will be going to the state competition on March 5, 2016. The team is one of the 3 winning teams from the FIRST LEGO League (FLL) Qualifier on December 12, 2015, and the only team of the three with all public school students. Ms. Arlene Lantz, Ms. Ronnie DiGioia, and Mr. Phil Malone are the coaches.

5. Policies and Procedures

A. DFA Revenues from Investments Policy and Procedure

Mr. Larry McKenzie presented the DFA Revenues from Investment policy and procedure to the Board for their initial review. The new policy and procedure were created to provide investment guidelines for Garrett County Public Schools. The school system will adhere to COMAR requirements.

B. IGF Curriculum and Courses of Study Policy

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented Policy IGF to the Board. She stated there were several changes to COMAR curriculum guidelines (Chapter 13 and 18) which have been updated in the GCPS Student Educational Planning Guide. She is recommending the content of the former Procedure 332, A Procedure to Modify the Curriculum of the Garrett County Public Schools by Adding or Deleting Programs and Disciplines, be moved to Policy IGF, Curriculum and Courses of Study as this content is actually policy based. Minor revisions to the content were also recommended.

6. Continuing Business

A. DNG Contract Update

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, provided an update to the Board regarding the Declaration Networks Group (DNG) agreement with Garrett County Public Schools. He stated the contract no longer includes the installment of a mast at Dennett Road Educational Complex, and they are looking at an alternative smaller antenna to place by this location. He also stated that legal counsel has reviewed the contract and several items are currently being revised and/or expanded upon.

B. Financing of Johnson Controls Phase 2B Performance Contract

Mr. McKenzie reminded the Board that the Johnson Controls Phase 2B Performance Contract was approved at the October Board meeting and the Financing Resolution for the Board to request financing for the project was approved at the January Board meeting. This month he is providing a recommended firm for the financing of this project.

Mr. McKenzie stated that Grant Capital Management, provided the lowest interest rate for the project and five other financial institutions were provided a copy of the bid request. Two of the firms did not respond, one provided a proposal which was higher than the chosen firm and two businesses respectfully declined as they could not meet the 2.84% minimum interest threshold.

Mr. McKenzie recommended the Board authorize the Superintendent to execute the lease agreements with Grant Capital Management for financing of the Johnson Controls Phase 2B Performance Contract.

7. New Business

A. Board Room IT Design Configuration

Mr. Jeff Gank, Director of Information Technology, presented the Board Room IT Design Configuration to the Board for their review. Mr. Gank stated that since the inception of the Board meeting video, there has been increased interest in viewing the Board meetings. Mr. Gank stated a new layout for the board room would be beneficial for the viewing of the Board meetings whether the public is viewing it in person or via the video. Mr. Gank will provide further room recommendations and updates to the Board as the project progresses.

B. Winter Make-Up Day Sequence- 2015-2016 Calendar

Dr. Janet Wilson, Superintendent, discussed the make-up day sequence for inclement weather days with the Board. She made a recommendation to the Board to utilize the end of the school year (June 2, 3, 6, and 7) as the first 4 make-up days before utilizing the Spring Break week days (March 21, 22, 23, and 24).

C. 2016-17 Draft School Calendar

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Barbara Baker, member of the Calendar Committee, presented a draft of the 2016-17 School Calendar for the Board's review. The calendar will be presented to the public for their review and feedback for a month. The deadline for public comment regarding the calendar is 12:00 p.m. on Monday, March 14, 2016. The Board will be asked to take action on the 2016-17 calendar at the March 21, 2016 Board meeting.

D. State Aid Numbers

Mr. McKenzie presented the draft State aid information to the Board. The draft State aid data became available to public school districts on January 22, 2016. Funding for education in Maryland is \$122 million higher than last year and includes a 100% funded appropriation of the Geographic Cost of Education Index (GCEI) as well as continued phase in of the net taxable income revenue.

For the second year in a row, Garrett County Public School's State Aid increased, although very slightly. GCPS' State aid increased by \$65,138 even though enrollment declined by 28 students.

E. Budget Amendment

Mr. McKenzie presented the budget transfer requests to the Board for their review. Budget transfers are requested as a result of positive fuel variances relative to student transportation and vacancies occurring during the fiscal year. Transfers from Salaries to Science Equipment Supplies, from Transportation-Contracted Services to Instructional Technology

Supplies and from Transportation-Contracted Services to Healthcare Costs were included in the request. The Board must approve the budget transfer requests before they are submitted to the Board of Commissioners for their final approval.

8. Public Comment

There was no public comment in the meeting.

9. Adjourn Work Session

A. Adjourn the Meeting

A motion was made by Thomas Carr to adjourn the Work Session and seconded by Matthew Paugh. Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker

The Work Session adjourned at 8:07 p.m.